

Rockville City Police Department

GENERAL ORDER



Subject CRIME PREVENTION		Procedure G.O. #3-4
Authorizing Signature	Effective 02-26-10	Total Pages 5

I. POLICY

The Rockville City Police Department is totally committed to the concept of reducing crime through proactive crime prevention programs. The policy of the department is to promote crime prevention using all department employees in cooperation with the Community Services officer to develop and carry out procedures and programs, which reduce the opportunity for or lessen the loss arising from crime.

II. PURPOSE

The purpose of this General Order is to set forth the procedures and responsibilities for the department's crime prevention services.

III. CRIME PREVENTION COMPONENT

- A. Crime prevention is a primary function of this department and aims to create in the minds of Rockville residents and business persons an awareness of the roles they can individually and collectively play in the reduction and/or prevention of crime by encouraging individual, group, school, neighborhood activities to reduce/prevent crime.
- B. Community Services is the organizational unit through which specific crime prevention activities of the department are coordinated and implemented. The Community Services Unit is charged with ensuring that the crime prevention mission and components within the agency are closely coordinated.
- C. The Community Services Officer is assigned to the Office of the Chief of Police and reports directly to the Chief of Police.
- D. The Community Services Officer shall be responsible for, but not limited to the following:
 - 1. Coordinating the development of neighborhood watches.
 - 2. Coordinating the development of business watches.
 - 3. Presenting programs upon request from community groups.
 - 4. Developing and maintaining numerous programs relating to crime prevention, security, personal safety, etc., to educate citizens.

5. Conducting home and business security surveys upon request.
 6. Distributing informative literature related to crime prevention, personal safety, and other law enforcement concerns.
- E. Upon request of the Planning Department or the Inspection Services Department, the Police Department will provide crime prevention input into the development or revision of zoning policies, building codes, fire codes, and residential and commercial building permits.
- F. All employees of the Rockville City Police Department are responsible for:
1. Providing basic crime prevention information to citizens when answering calls for service.
 2. Encouraging citizens to participate in crime prevention activities available through the Community Services unit.
 3. Providing good community relations and ensuring that each contact with the public inspires respect for the individual officer and the department as a whole.
 4. Identifying sources of conflict between the department and the community, encouraging efforts to resolve them, and forwarding all information concerning this matter to their immediate supervisor.
 5. Notifying the Community Services Officer whenever they identify a crime risk situation within the community that could benefit from services provided by the Community Services Officer.
 6. Forwarding any relevant information in regards to potential neighborhood problems to the Community Services Officer via memorandum, e-mail, and voice-mail or in person.

IV. CRIME PREVENTION PRIORITY PROGRAMS

- A. Annually, a significant portion of crime in the City involves property crime. A significant portion of this crime involves unsecured property, inadequately identified property, and inadequate provisions for security. It further appears that local residents commit the great bulk of property crime, and that almost all of the minor crime occurring in businesses and residential areas involves local residents. Accordingly, departmental crime prevention programs, while only one part of comprehensive law enforcement effort, will target on prevention of property crime.
- B. In targeting on the prevention of property crime, five departmental programs will be emphasized:
1. The Community Services Officer will conduct security surveys of businesses and residences as requested.
 2. Development of neighborhood and business watch programs will be encouraged and assisted, and when organized will be aided in maintenance of ongoing activities, programs, and information exchange.

3. Operation ID encourages citizens to mark, engrave and/or photograph their valuable belongings with their drivers license number and then record and store this in a safe location. Residents that participate in this program are encouraged to display "Operation ID" stickers to discourage "would be" thieves from committing crimes.
 4. Business oriented programs will be conducted, normally in coordination with local business organizations, aimed at reducing the incident of crime in City businesses, i.e., focus of shoplifting, checks, inventory control, employee screening, etc.
 5. Public educational programs; i.e., talks, appearances, visits, tours, ride-alongs, media releases, public service announcements, etc., aimed at specific crime problems and their reduction or elimination.
- C. Based on current analysis of crime data, by type and geographical location, the components of the five programs will be specifically targeted on particular crimes occurring in particular areas of the City.
- D. The Community Services Officer shall maintain a working relationship with community groups and crime prevention programs on the local, state, and national level in order to exchange information and incorporate crime prevention ideas into the department's plans and programs.
1. By maintaining these relationships the Community Services Officer can target specific programs to address community perceptions or misconceptions of crime.
 2. The Community Services Officer will keep the community advised of the programs and the results of such programs.
- E. Shift supervisors and patrol officers assigned to specific beats will be responsible for either providing needed or requested crime prevention services or for coordinating with the Community Services Officer to see that the services are provided.
- F. Individual officer initiative and abilities in the provision of crime prevention services will be considered as part of performance evaluations.
- G. Triennially, the Community Services Officer shall evaluate all departmental crime prevention programs. This evaluation shall be in written form, and shall be used to determine the operational value and priority of individual crime prevention approaches and programs. This evaluation will be forwarded to the Chief of Police.

V. NEIGHBORHOOD WATCH PROGRAMS

- A. Neighborhood Watch consists of relatively informal groupings of businesses and/or residences, and their occupants banding together to look out for each other and their geographical areas and to report problems and suspicious activity to the police.

- B. Any request for assistance in forming such a group should be referred to the Community Services Officer who will encourage the efforts by providing information, speakers, etc. Beat officers should encourage the growth of such groupings. If the neighborhood “spark plug” can be found, who will help pull together a neighborhood, the department will assist in providing program services and materials.
- C. A Neighborhood Watch grouping which includes 50-60% of the residences, have had home security surveys and have worked and inventoried their property can become eligible for the posting of Neighborhood Watch signs at the entrances to their area.
- D. Once a Neighborhood Watch has been established, periodic police follow-up to help maintain interest and enthusiasm is essential. The Community Services Officer will be the primary liaison officer. Liaison duties include periodic contact with Watch leadership, sharing relevant information, coordination of program assistance and encouraging growth of the area membership.

VI. CRIME PREVENTION PROGRAMS

- A. The Community Services Officer will develop and maintain programs relating to crime prevention, security, personal safety, etc. These programs will be designed to educate the citizens of Rockville with the proper techniques and fundamentals of crime prevention, which will decrease the chance of a citizen becoming a crime victim. The Community Services Officer will schedule and present any such program at the request of a citizen group, business, organization, school, etc., within the City of Rockville.
- B. These programs will include, but not be limited to:
 - 1. Business security.
 - 2. Residential security.
 - 3. Sexual assault.
 - 4. Senior citizen crime awareness.
 - 5. Domestic violence.
 - 6. Drug awareness.
 - 7. Child safety.
 - 8. Safe babysitting.
 - 9. Operation identification.
 - 10. Officer Friendly.

11. Child fingerprinting.
12. Bicycle safety.
13. Bicycle helmet safety.
14. Bicycle rodeos.